



Baldon School Careers Information 2020/21



At Boldon School we have a dedicated careers team to help our students with employability and careers education. The team includes;

Mr Fairclough	Assistant Head Teacher
Mrs Moir	Careers Leader
Mrs Brown	KS4 Leader
Mrs Davies	KS3 Leader
Miss Prince	Year 11 Lead
Miss Herring	ICT & Vocational Teacher
Mr Todd	Science Teacher
Mr Kear	Humanities Teacher
Mr Taylor	PE Teacher
Mrs Thompson	English Teacher
Miss Martin	Art, Music and Technology Teacher

These are our “Careers Champions” in school, ensuring that our teaching and learning in all areas is connecting to the world of work.

We are fully aware of the impact that COVID-19 has had on our students learning and personal development. Career choices may seem more difficult with so much uncertainty, but we are encouraging our 2021 school leavers to make their career planning a priority over the next month.

All of our Year 11 students have received a Careers Guidance interview in school, which as a matter of course generates an individual action plan. This is a good place to start for any students that do not know what they would like to do.

Should you wish to contact our school careers team, please email info@boldonschool.org.uk in the first instance and we will respond to your query at our earliest opportunity.

Over the next few weeks, we are going to concentrate on giving you details of all the options and choices that you have before you leave Boldon. Ensuring that you are aware of what you can do and how you can get there. We will also have a section of FAQ, where we have answered as many questions as we can. If you can not find what you are looking for, then tell us. Talk to us and give us a shout.

Apprenticeships

How apprenticeships work

On an apprenticeship, you are employed to do a real job while studying for a formal qualification - usually for one day a week either at a college or training centre. By the end of your apprenticeship, you will hopefully have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level.

What you will learn depends on the role that you are training for. However, apprentices in every role follow an approved study programme, which means you will gain a nationally recognised qualification at the end of your apprenticeship.

These qualifications can include:

- Functional skills - GCSE-level qualifications in English, maths, and IT.
- National Vocational Qualifications (NVQs) - from Level 2 (comparable to five GCSEs) up to Level 5 (similar to a postgraduate degree).
- Technical certificates - such as BTEC, City and Guild Progression Award etc.
- Academic qualifications - including a Higher National Certificate (HNC), Higher National Diploma (HND), foundation degree or the equivalent of a full Bachelor's degree.

Apprenticeship levels

There are four different levels of apprenticeship:

- **Intermediate** - equivalent to five good GCSE passes.
- **Advanced** - equivalent to two A-level passes.
- **Higher** - equivalent to the first stages of higher education, such as a foundation degree.
- **Degree** - comparable to a Bachelors or Master's degree. Find out more at [degree apprenticeships](#).



ACT Webinar for Apprentices
 Calling all apprentices! This is your special invitation to join a masterclass with celebrity coach George Anderson on Monday 8th February at 12:30. Kick off #NAW2021 by igniting your mindset and energy for the year ahead! Register your free place [here](#).

Workforce webinar

Join our free webinar on 9th February at 4pm to explore how apprenticeships can benefit your school workforce! Each year, 100s of schools across England utilise apprenticeships to support their existing staff to gain and develop their skills. Book your free place now by clicking [here](#).



How to find Apprenticeship opportunities

To search and apply for Apprenticeship opportunities you need to register for an account at:

www.gov.uk/apply-apprenticeship (click on "search" then "Sign in/Create an Account")

Once you have completed your registration details, you will be ready to start applying for any suitable apprenticeship opportunities.

However, before you begin the application process, there are a few things you will need to consider and be prepared for:

- You must already have a “professional” email address (cutiepie7@me.com would not be suitable!).
- Apprenticeships are particularly **competitive** and so any application needs to be of a **high standard** to ensure you are giving yourself the best chance of being invited for an **interview**.
- Apprenticeships that are **suitable for Year 11 school leavers** usually start being **advertised** from **December** onwards, so make sure you are registered by this date.
- You could also **write direct** to any company you are interested in working for, to enquire about whether they will be offering apprenticeship opportunities this year. (You can search for local companies using www.yell.com).

Each of the **local Colleges** also advertise some apprenticeship opportunities – so it is worth visiting the “Apprenticeship” section on the individual websites:

South Tyneside College: <https://www.stc.ac.uk/>
Newcastle College: <https://www.ncl-coll.ac.uk/>
Sunderland College: <https://www.sunderlandcollege.ac.uk/>
Gateshead College: <https://www.gateshead.ac.uk/>

Most job sectors offer apprenticeship opportunities in the UK, with a wide range of specific roles on offer within each. These include:

- [Accounting apprenticeships](#) in areas such as bills and expenses, payroll and taxes, plus [banking apprenticeships](#).
- [Business apprenticeships](#) in business administration, business development, consultancy, and leadership.
- [Construction apprenticeships](#) in building, plumbing and quantity surveying.
- [Engineering apprenticeships](#) in civil, mechanical, and electrical engineering.
- Healthcare apprenticeships, in areas such as dentistry and [nursing](#).
- [Human resources \(HR\) apprenticeships](#) for those looking to progress in support, consultancy, and management roles.
- [IT apprenticeships](#) in information security and software development.
- [Law apprenticeships](#) offered at paralegal, legal executive and solicitor level.
- [Marketing apprenticeships](#) in digital marketing, social media, and public relations (PR).
- [Media apprenticeships](#) in the television, radio, and film industries.
- [Retail apprenticeships](#) for those in buying, merchandising and management roles. There are also [sales apprenticeships](#).
- [Transport apprenticeships](#) in a range of logistics, road, railway, automotive and airline industry roles.

Go to <https://www.prospects.ac.uk/jobs-and-work-experience/apprenticeships/what-is-an-apprenticeship> for more details.

[Apprenticeships: resources for teachers and advisers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apprenticeships-resources-for-teachers-and-advisers)

[National Apprenticeship Week \(ucas.com\)](https://ucas.com)

<https://ucasapprenticeships.online-event.co/registration/ucas-16>



STEM

[Inspiration Station: National Apprenticeship Week Resources | All About STEM](#) | [All About STEM](#)

[National Apprenticeship Week 2021 — Your Apprenticeship Starts Here](#)

[NAW2021 - Amazing Apprenticeships](#)

[National Apprenticeship Week 2021 - Careermap](#)

National Health Service

[National Apprenticeship Week 2021 - NHS Employers](#)

[NHS Jobs - Candidate Homepage](#)

[NHS apprenticeships | NHS Health Careers](#)

Construction

[Become a CITB Apprentice \(for applicants\) - CITB](#)

[National Apprenticeship Week 2021 \[All You Need To Know\] | Go Construct](#)

[Vacancies - Resources \(NE\) Ltd \(resourcesnortheast.co.uk\)](#)

Police

[Police Apprenticeships – Northumbria Police](#)

[Entry routes into Policing – Northumbria Police](#)

Engineering

[Engineering & Business Apprenticeships North East | Tyne North Training](#)

[Apprenticeships | Port of Tyne](#)

[Training | Apprenticeships | Courses | Engineering | Business | Seta](#)

[Our programmes - Apprentices - Early careers - Careers | BT Plc](#)

Business & Administration (Office Work)

[Engineering & Business Apprenticeships North East | Tyne North Training](#)

[Apprenticeships | Port of Tyne](#)

<https://careers.haystravel.co.uk/apprenticeships/apply>

[Our programmes - Apprentices - Early careers - Careers | BT Plc](#)

Motor Vehicle

[Volkswagen Commercial Vehicles Apprenticeship Programme - Babcock \(tal.net\)](#)

Virtual Work Experience

[Virtual Work Experience | LifeSkills \(barclayslifeskills.com\)](#) (General)

[Virtual work experience - why it might help your child stand out \(theparentsguideto.co.uk\)](#) (Parent Information)

[Piers Morgan welcomes launch of NCTJ virtual summer school](#) (Journalism)

[Cyber Discovery: HM Government's Cyber Schools Programme \(joincyberdiscovery.com\)](#) (Cyber Security)

[School Virtual Work Experience Services \(vwes.co.uk\)](#) (Engineering)

[Goldman Sachs - Engineering Virtual Program - Forage \(theforage.com\)](#) (Engineering)

[NASA at Home -- Virtual Tours and Apps | NASA](#) (Aircraft and Aeronautics)

[Introduction to Studying Veterinary Medicine - Course - FutureLearn](#) (Veterinary)

[NHS Virtual Work Experience \(springpod.co.uk\)](#) (Health Care)

[Nutrition and Wellbeing - Online Course \(futurelearn.com\)](#) (Nutrition)

[Halliday Fraser Munro - Work Experience Zone \(hfm.co.uk\)](#) (Architecture and Design)

[BSMS Virtual Work Experience \(thinkific.com\)](#) (Medical School)

[Do you know a young person missing out on work experience this year? - Hunter Bevan](#) (Marketing)

[Linklaters - Virtual Programme - Forage \(theforage.com\)](#) (Law)

[Football \(futurelearn.com\)](#) (Sport/Business)

[Social Enterprise: Business Doing Good - FutureLearn](#) (Business Enterprise)

[How to Succeed in an Interview - Online Course - FutureLearn](#) (Interviews)

[Can we help you get work ready - Early careers - Careers | BT Plc](#) (British Telecom)

What is an Internship?

Volunteering

Outdoor Activities

[LEAD Education – Leadership, Education, Adventures and Development](#)

Armed Forces

The following links have information about the types of things you will need to include in your application (copy and paste into your internet search tool bar):

Apprenticeships and work-based learning - <https://www.eclips-online.co.uk/leaflet/11.16>

Skills for employment - <http://www.eclips-online.co.uk/leaflet/11.04>

CV writing for young people - <http://www.eclips-online.co.uk/leaflet/11.08>

Job applications - <http://www.eclips-online.co.uk/leaflet/11.11>

Jobseekers' checklist - <http://www.eclips-online.co.uk/leaflet/11.14>

Work experience - <http://www.eclips-online.co.uk/leaflet/11.02>

If I do get an Apprenticeship, can I still go to University?

Yes of course you can! Again, it is likely that the degree will be directly linked to your apprenticeship, but you must have achieved at Level 3. In addition, the emergence of Degree Apprenticeships provides a continued work-based pathway for apprentices to achieve higher level qualifications and experience University (albeit attending on a part-time basis). These are exciting times for apprentices.

Training

If you would eventually like to apply for an apprenticeship in the future but you are not quite ready – either because you do not have the grades required or need further support for a range of different reasons – training may be a good option for you. There are no specific qualifications required to start on

a training programme and it may therefore be a good starting point for some students. For further information about some of the local Training Providers and the different courses on offer visit: <https://www.sttpn.com/>

Applying for Work or Apprenticeships with no Work Experience

Given the recent circumstance around Covid-19, we understand that many students in the current Year 11 cohort, will not have had the opportunity to gain any work experience before they leave school. Whilst this is disappointing, it does not mean you will be unable to apply for jobs or apprenticeship opportunities in the near future. It does, however, mean you will need to work a little harder to demonstrate the skills required for any role you are applying for.

You can do this in several ways:

- Even if you have **no actual work experience**, you may have experience from **volunteering, school activities**, or relevant **hobbies** that can show employers achievements and **transferable skills** that meet their requirements. Duke of Edinburgh?
- Think about the subjects you are currently studying at school – have you carried out any **project-based** work? Were you required to collaborate with your peers to complete the work? Did you have specific deadlines you were expected to meet?
- What **challenges** have you faced with regards to specific subjects? What did you do to overcome these challenges?
- Under the current restrictions, have you **reached out** within your community to **support** those around you – if so – how have you made a difference, what initiative did you take (regardless of how large or small!)?
- **Presentation skills** – have you been required to present your work to an audience. How successful was this and did you receive any feedback? Were you able to reflect on this feedback and improve upon the work you produced?
- Have you ever been involved in any extra-curricular activities i.e., **clubs, coaching, Cadets, outdoor activities, youth clubs, sports, dancing, martial arts**, been part of a **band, drama group** etc.? What skill did you use when attending each of these activities? (Teamwork, negotiating skills, problem solving skills, time management, dedication and commitment, communication skills etc.)
- Have you gained any extra qualifications such as Sports Leaders/Duke of Edinburgh, Lifeguard certificates? What skills did you acquire when completing these qualifications? What challenges did you face?
- If you are **unable** to think of examples of any specific skills or requirements you are being asked about for a job/apprenticeship application, you can address this issue by giving examples of **how** you are planning on **developing these skills** in the near future (planned work experience over the summer with someone you know? Online courses in your spare time?) and why you believe it is important to do so etc.

Use the following links to find out further information about the different skills that are required (for most applications), how to write a CV, Job applications, Job Seekers Checklist and Coping with Interview.

Skills for employment - <http://www.eclips-online.co.uk/leaflet/11.04>

CV writing for young people - <http://www.eclips-online.co.uk/leaflet/11.08>

Job applications - <http://www.eclips-online.co.uk/leaflet/11.11>

Jobseekers' checklist - <http://www.eclips-online.co.uk/leaflet/11.14>

Coping with interviews - <http://www.eclips-online.co.uk/leaflet/11.13>

Preparing for Interviews

If your application is successful and you are invited to attend an interview, it will be important to prepare yourself in advance so that you have an idea of what will be expected. Some of the more obvious things to consider include: Even if it is on Zoom... Always be appropriate.

- Dressing appropriately. Plan out an outfit that fits the culture of the company you are applying for.
- Arrive on time. Do not ever arrive at a job interview late!
- Be polite and greet everyone you meet.
- Pay attention to your body language. Smile.
- Look over your application – make sure you can answer any questions about the information you have included in your application form.
- Prepare answers for common interview questions you might be asked during your interview such as: Tell me about yourself. What are your weaknesses? Why should we choose you for this job? What are your hobbies outside of work? Where do you see yourself in five years' time? What are your main strengths?
- Try to think about the types of questions they might ask that are more specifically related to the job you are applying for?
- Prepare some relevant/insightful questions to ask at the end of the interview.

For **further information** on how to cope with interviews look at the following link:

Coping with interviews - <https://www.eclips-online.co.uk/leaflet/11.13>

Also, "ASK" (Apprenticeship Support and Knowledge) will be delivering a session on **Interview Skills** on **Thursday 18 March** – if you are interested in attending, simply copy and paste the link below into your internet search bar and complete the registration form.

18.03.21 (16:30- 17:30)– Interview Skills

<https://attendee.gotowebinar.com/register/4006743926894100236>

College and Sixth Form Information

In an ideal situation, you would be spending the next few months researching and visiting the different College and Sixth Form open days, before applying for the courses you would like to study in September. However, at present – this will not be taking place in person for the foreseeable future and will instead be taking place online through virtual events.

All colleges and sixth forms are doing their best to ensure the online experience is as useful as possible and are offering you the opportunity to interact as much or as little as required.

- It is recommended that you visit each of the college/sixth form **websites** as soon as possible to find out further information about the specific **courses** on offer and the up-coming dates for any online open events.
- Each of the providers offer a range of **different** courses and it will be advisable to look at **all** college/sixth form websites, so that you have **full knowledge** of what is available.
- Once you have decided on the course(s) and provider(s) you are interested in, it will be important to **register your attendance** at each of the virtual open days you would like to attend.
- If you are unable to decide at this stage, you can apply for **more than one course and more than one provider!** You would simply **enroll** on one of your chosen courses once you have your GCSE results.
- You can **apply for all courses online via the individual websites** at any point this year – the sooner the better!

A Levels or Vocational Courses – which route should you choose?

What are A Levels?

- They are studied at Sixth Form Schools/Sixth Form College.
- They are academic qualifications requiring good GCSE grades (all providers will have their own specific entry requirements but generally an average of grade 4/5 or above will be the minimum requirements for most sixth forms – please check individual websites!).
- You would usually choose 3 A Level subjects (for e.g., English **and** History **and** Psychology) to study over 2 years.
- They are assessed mainly by the grades you achieve in your **final exams**, which are taken at the end of your 2nd year. You therefore need to be good at exam-based study!
- Other assessment methods include **course work/presentations/portfolio's** - depending on the subjects you are studying.

What are Vocational Courses?

- Vocational courses are studied at College (and some sixth forms).
- They are “Job” related qualifications (rather than “subject” based like A Levels).
- You choose **one area of work** (for e.g., Aerospace Engineering or Health and Social Care or Motor Vehicle Maintenance).
- You study this subject over **2 or 3 years** (sometimes longer) depending on your GCSE grades.

- There are **3 different Levels** of study – Level 1, Level 2, and Level 3 (Level 3 vocational qualifications are the equivalent of 2 or 3 A levels).
- They are hands-on, practical courses and are assessed via **coursework, practical assessments** and often include **work experience placements**.
- There are generally few (if any) exams.

The route you take (A Levels/Vocational Courses) will depend on the **career area** you would like to pursue in the future, your **learning-style**, and your **Academic** ability.

A Level study

To research the different **A Levels/courses** on offer at the local **sixth form schools** and **sixth form colleges**, you need to visit the individual provider websites:

Local Sixth Form Schools

Harton Technology College Sixth Form	www.harton-tc.co.uk
St Joseph's RC Academy Sixth Form	www.stjosephs.s-tyneside.sch.uk
St Wilfrid's R.C. College	www.st-wilfrids.org
Whitburn Church of England Academy	www.whitburncofeacademy.org
Boldon School	www.boldonschool.com

6th Form Colleges

Sunderland College:

<https://www.sunderlandcollege.ac.uk/courses/school-leaver/a-levels/>

Newcastle College:

<http://www.newcastlesixthformcollege.ac.uk/>

Gateshead College:

<https://www.gateshead.ac.uk/subjects/a-levels>

Vocational study

Use the following links to find out about the different **vocational subjects** on offer at each of the local colleges:

Vocational Colleges

South Tyneside College: <https://www.stc.ac.uk/> (Click on "School Leavers")

Newcastle College: <https://www.ncl-coll.ac.uk/> (click on "School Leavers")

Sunderland College: <https://www.sunderlandcollege.ac.uk/> (Click on "Courses" then "School Leavers" then "vocational courses")

Gateshead College: <https://www.gateshead.ac.uk/> (Click on "Subjects")

*NB. For Animal Care/Dog Grooming/Equine studies/Land based courses, you may need to consider travelling slightly further afield: Northumberland <https://www.northumberland.ac.uk/> or East Durham and Houghall <https://www.eastdurham.ac.uk/>

Frequently Asked Questions

When do we sit our exams?

You do not, a set grade will be given to you.

When do we get our results?

Results are normally out the last week in August. At present, this hopefully should be the same.

What do we put on our application forms when applying for post 16 courses?

Use your target grades from staff. If you do not know these, get in touch with school or your teachers on info@boldonschool.org.uk

Is there any point in doing schoolwork or coursework?

Yes- because some of the courses are still not complete and we have to provide evidence that you have finished work. If you are not doing it, then we cannot lie. We will be asked to give a centre assessed grade and will require evidence of more learning from you. The consultation period is over, and we are awaiting more information.

I am worried that I am not going to get grades that I need for my next steps?

Even more reason to keep working hard, as we can then give you an accurate detailed grade.

I have no work experience, what can I add on my CV?

Look back to the advice on the page above.. saying... No work experience.

When will I get my certificates?

These will be available in November and we will post on social media/ send a letter home to let you know when.

Are we getting a leavers hoodie?

Yes, Mrs Brown and Miss Prince are in the process of sorting. A letter will go out shortly with details on how we can do it this year.

How do I decide on what route is best for me?

This depends on your career aspirations, your exam results and how you like to study.

If you think you might be interested in finding a job immediately after leaving school and want to get some job specific qualifications and training, then an **apprenticeship** could be for you.

If you have an open mind about future career possibilities, like to study academic subjects in-depth and do well in exams, then **A-levels** might be the perfect fit.

If you have some idea about the kind of work you want to do, prefer to do coursework and get some work experience, then a **technical** course could be right for you.

Remember there is also the possibility of combining A-level and technical study at many Sixth Forms.

To study an A-Level do I have to have a GCSE in that subject?

In many cases, no. However, it might not be advised to choose *all* new subjects as you will have no prior

background in them and, importantly, you might be overlooking familiar subjects you excel in. If your aspirations involve attending a 'prestigious' University, it is worth noting that the 'core' subjects you have studied all your life are sometimes needed for some degrees. There are certainly some A-Levels where you would need a good GCSE grade to be allowed to study them e.g., English, maths and science. It is always best to check the requirements at the place you want to study at.

I have additional needs, will college/ sixth form placements look out for me?

Yes, they will, and you can provide information and we can help share this and work together with them to help you.

How is my mental health checked?

You need to be honest and if you are having issues, then let us know and we can help. Your college/ apprenticeship or FE placement will only know if you want them to and if you need further support. Just remember, it is a hard time. Acknowledge this.



VIRTUAL OPEN EVENTS.

Sign up to visit us "virtually" to talk to our team of experts. We'll be on hand to talk to you about the range of courses and options available to you at Newcastle College.

WED	MAR 03 4.30PM – 7PM	APR 01 4.30PM – 7PM	THU
WED	MAY 05 4.30PM – 7PM	JUN 09 4.30PM – 7PM	WED
SAT	JUN 26 9.30AM – 12.30PM	JUL 07 4.30PM – 7PM	WED

ncl-coll.ac.uk

REGISTER TODAY



Now is the time to follow your dreams

You have the potential to be amazing!



WHAT TO EXPECT FROM OUR VIRTUAL OPEN EVENTS

- Our Virtual Open Events are designed to help you get all of the information you need to decide which course to study with us.
- You can logon at any time during the event around your current commitments and we'll be there to support you.
- If you're not sure what you want to study or which level is right for you, our friendly Welcome Team will be able to point you in the right direction.
- You can speak to our course tutors and our support teams through Livechat, audio or video call - whatever works best for you.

PARENTS' INFORMATION EVENINGS

We're holding our first virtual Parents' Information Evening on **Thursday 11 February (4-5pm and 6-7pm)** to give parents and guardians the chance to find out more about the courses we offer, support that is available to our students and ask any questions they may have.

SUBJECT SPECIFIC VIRTUAL SESSIONS

We're also holding a number of sessions online where applicants and prospective students can find out more about the subject they're interested in studying with us.

Book your place:

To book your place at any of these events visit our website at ncl-coll.ac.uk/events